

ATTACHMENT 4

U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS

1. Identification Number:	2. Program/Project Title:														
3. Recipient:															
4. Reporting Requirements: MANAGEMENT REPORTING <input checked="" type="checkbox"/> Progress Report <input type="checkbox"/> Special Status Report	Frequency	No. of Copies	Addressees												
MANAGEMENT REPORTING <input checked="" type="checkbox"/> Progress Report <input type="checkbox"/> Special Status Report		Upload only 1 copy to the address in the next column at the interval specified in the previous column.	https://www.eere-pmc.energy.gov/SubmitReport.asp												
SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/elist .) <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Report/Product</td> <td style="width: 35%;">Form</td> <td style="width: 30%;"></td> </tr> <tr> <td><input checked="" type="checkbox"/> Final Scientific/Technical Report</td> <td>DOE F 241.3</td> <td rowspan="4" style="vertical-align: top; padding: 5px;">http://www.osti.gov/elist-2413</td> </tr> <tr> <td><input type="checkbox"/> Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Software/Manual</td> <td>DOE F 241.4</td> </tr> <tr> <td><input type="checkbox"/> Other (see Special Instructions)</td> <td>DOE F 241.3</td> </tr> </table> <i>* Scientific and technical conferences only</i>	Report/Product	Form		<input checked="" type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3	http://www.osti.gov/elist-2413	<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3	<input type="checkbox"/> Software/Manual	DOE F 241.4	<input type="checkbox"/> Other (see Special Instructions)	DOE F 241.3			
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<input type="checkbox"/> Other (see Special Instructions)	DOE F 241.3														
FINANCIAL REPORTING <input type="checkbox"/> SF-269, Financial Status Report <input type="checkbox"/> SF-269A, Financial Status Report (Short Form) <input type="checkbox"/> SF-272, Federal Cash Transactions Report			https://www.eere-pmc.gov/SubmitReport.asp												
CLOSEOUT REPORTING <input checked="" type="checkbox"/> Patent Certification <input checked="" type="checkbox"/> Property Certification <input type="checkbox"/> Other (see Special Instructions)			https://www.eere-pmc.gov/SubmitReport.asp												
OTHER REPORTING <input checked="" type="checkbox"/> Other (see Special Instructions)			See Special Instructions												
FREQUENCY CODES AND DUE DATES: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A - Within 5 calendar days after events or as specified.</td> <td style="width: 50%;">S - Semiannually; within 30 days after end of reporting period.</td> </tr> <tr> <td>F - Final; 90 calendar days after expiration or termination of the award.</td> <td>Q - Quarterly; within 30 days after end of the reporting period.</td> </tr> <tr> <td>Y - Yearly; 90 days after the end of the reporting period.</td> <td></td> </tr> </table>				A - Within 5 calendar days after events or as specified.	S - Semiannually; within 30 days after end of reporting period.	F - Final; 90 calendar days after expiration or termination of the award.	Q - Quarterly; within 30 days after end of the reporting period.	Y - Yearly; 90 days after the end of the reporting period.							
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5. Special Instructions: Forms are available at https://www.eere-pmc.energy.gov/forms.asp . OTHER REPORTING (Submit the following reports, in the frequency specified below): a) When the DOE is the Cognizant Agency and NETL is the Cognizant DOE Office, recipients must submit an annual indirect rate proposal to the DOE Award Administrator identified in Block 12 of the Notice of Financial Assistance Award, within six months after the close of each fiscal year (see the Annual Indirect Cost Proposal and Reconciliation Provision in the Special Terms and Conditions to the award.) b) [Add additional items, as deemed necessary.]															